

☐ Current ☒ Proposed

Classification Title Career Executive Assignment (CEA C)	Division/Unit Savings Plus Program
Working Title Administrator, Savings Plus Program	IT Domain (if applicable) NA
Position Number 363-700-7500-001	Effective Date
Name	Date Prepared 10/25/2021

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the administrative direction of the Director, the Administrator, Savings Plus Program is responsible for the administration of the program and policy development. In addition, the Director delegates to the Savings Plus Investment Committee (Investment Committee), the authority to recommend decisions based upon advice and recommendations presented by its consultants. Through a collaborative partnership with a Third-Party Administrator (TPA), the SPP provides comprehensive financial planning tools and resources that enable employees to make well informed decisions in an effort to achieve a financially stable retirement. The Administrator is a member of the executive management team and is responsible for providing guidance to the Director and the Chief Deputy Director on fiduciary matters.

Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (E) or (M) (%)	Job Duties
30% (E)	Program Oversight and Administration Manages the full scope of responsibilities associated with administering the supplemental retirement plans offered by the SPP. Ensures plans are executed in compliance with applicable federal and state laws and regulations (including the Internal Revenue Code and the Department of Labor). Stays abreast of proposed legislation

impacting defined contribution plans, in order to ensure the program implements associated required program changes/enhancement in compliance with new legislation. Confers with CalHR's Legal Division and external counsel to ensure prudent interpretations of applicable Federal and State laws and regulations.

Provides leadership and direction in the development and implementation of program policies, operations, technology, education and outreach strategies, marketing strategies, communications, and all areas that enhance the overall success of the state's defined contribution plans. This includes close interaction with the Third-Party Administrator's leadership team, the Trustee/Custodian, Investment Consultants, External Council, Investment Managers, Transition Managers, Financial Auditors, internal staff, the CalHR Executive team, and other statewide business partners and stakeholders.

20% (E) Fiduciary Compliance

Develops and maintains a Fiduciary Program for the Investment Committee and the staff, which ensures all parties act in the sole interest of the plan's participants and beneficiaries in the administration of the program. Develops and maintains a Governance structure that clearly identifies duties and responsibilities and ensures all governing documents are updated and remain relevant for the proper administration of the program. Responsible for ensuring the program operates using fiscal prudence and in accordance with the exclusive benefit rule.

20% (E) Leadership

Serves as a member of the CalHR Executive team carrying out the vision and mission of the department. As a member of the department's Executive Management Team, the incumbent establishes sound strategic direction by developing and implementing creative and innovative business solutions that ensures the Program is equipped to accomplish the department's strategic goals. Sits on various teams and committees including the IT Steering Committee and the Executive Governance Council. Leads the program in following a strategic plan for the Program that aligns with CalHR's Strategic Plan and maintains a performance management system to track goals and projects that support the strategic plan. Provide supervision to direct reports including establishing performance expectations, making informed and defensible personnel management decisions, and facilitating effective communication with staff.

20% (E) Investment Committee Chairperson and Investment Oversight

Serves as the Chairperson of the Savings Plus Investment Committee (IC). The IC is responsible for establishing and monitoring the Program's investment portfolio and other investment related items. Maintains and oversees compliance with the Investment Policy Statement, reviews and analyzes recommendations provided by the Consultants for potential adoption, and addresses other investment-related concerns or issues. Oversees the activities of the Investment Consultant to develop and implement investment strategies for the Program in such a way as to maximize the total returns of portfolios

managed by outside relationships within acceptable risk parameters. Oversees the administration of all investment options offered by the Program; which includes procurement of investment managers, investment consultants, and transition managers and conducting ongoing performance reviews of all contractors to ensure contract compliance and adherence to fiduciary rules and regulations.

10% (E) Program Representative

Represents the department in discussions related to the Program with numerous organizations, including the Legislature, CalPERS, labor unions, excluded employee groups, state managers and retirees, the TPA, private investment firms, the National Association of Governmental Defined Contribution Administrators (NAGDCA), the California Large Plan Defined Contribution Peer Network (CADCPN) and other committees and boards including the Plan Sponsor Advisory Council. Participates in various industry committees, taskforces, and conferences to stay abreast of advancements and new developments in the retirement and investment industries. Is an active member of NAGDCA, CADCPN, Plan Sponsor Advisory Council and participates in Pension & Investments and other industry associations. Effectively contribute to the Department's equal employment opportunity objectives to create and maintain a fair and equitable work environment. Promote and foster a work culture that is conducive to employee engagement, productivity, and professional development.

Supervision Received

The CEA reports directly to the Chief Deputy Director of CalHR and provide updates on various projects and assignments to the Director of CalHR.

Supervision Exercised

The CEA directly supervises the Deputy Administrator (Personnel Program Manager II) and two Personnel Program Advisors, and indirectly supervises approximately 20 positions comprising the Savings Plus Program Division.

Special Requirements / Desirable Qualifications

Describe any other requirements necessary to perform the job such as: specific license or certification, driver license, or other desirable qualifications/experience:

- Experience and proven success managing leaders in a high-performing culture by cultivating a shared vision and empowering employees to translate that vision into action.
- Experience developing complex policies and procedures.
- Project management experience
- Experience interpreting complex legislation/laws, rules, regulations, and procedures governing public retirement plans
- Experience analyzing complex data for effectiveness and efficiencies of program initiatives, including experience with methods and techniques used in conducting research and analyzing data.
- Experience advising senior level managers, executives, and key stakeholders.
- Ability to provide clear and concise verbal and written presentations to varying audiences.
- Proven ability to analyze complex program implementation issues and develop effective solutions.

- Ability to build a shared vision and influence others to translate vision into action.
- Ability to provide strategic leadership on business plan initiative development and implementation with corresponding outreach and communication plans.
- Ability to anticipate risks and obstacles that may interfere with division's goals.
- Demonstrated ability to monitor contracts and agreements and ensure execution and implementation in accordance with contract requirements.
- Ability to develop and implement policy and procedural changes that will enhance operational efficiency and customer satisfaction
- Ability to develop and implement metrics to monitor the program's effectiveness
- Knowledge of state contracting laws
- Extensive knowledge and familiarity with the principles, regulatory requirements, and current trends in public retirement plan administration; including financial management, investment asset management, retirement plan design, and operations.
- Knowledge of state and federal laws, legislative processes, regulations, standards, and policies governing public retirement plans.
- Technical knowledge of ERISA, IRS, and Department of Labor rules and regulations
- Knowledge of roles and responsibilities of critical external business partners for the administration of the plans (i.e. recordkeeper/third party administrator (TPA), trustee/custodian, plan sponsor, licensed representatives, consultants, etc.).
- Understanding of Investment and financial concepts and theory.
- Advanced communication skills (both verbal and written) with an emphasis on being able to convey complex information to a diverse audience.
- Demonstrated emotional intelligence and leadership ability.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

This position requires up to 20% travel.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date